



Enrolment Variation Form

This form **MUST** be completed **BEFORE** we can make **ANY** change to a student's enrolment.

First Name:		Family Name:		ID:	
Current Course:					
Commencement Date:					
Agent Details:					

Reason for Variation

Change of Commencement Date

Note: Changes to course commencement/completion dates MAY require an extension to visa, fees payable to DIBP.

Course 1:

From Date		To Date	
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Course 2 :

From Date		To Date	
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Change to another course at International Institute of Education

Note: Changing your original enrolment will mean that your original enrolment is cancelled and the refund policy will apply. It will be at the discretion of International Institute of Education, as to value of fees transferred to the NEW enrolment, but will be NOT LESS THAN what you are entitled to under the Refund Policy.

From Course		To Course	
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TO (include proposed commencement date):

CANCEL Enrolment

Note: **Cancellation of enrolment** may affect your visa; Student **MUST** report to DIBP to confirm their visa status. International Institute of Education's Refund and Cancellation Policy **WILL** apply to ALL applications for Cancellation. Student entitled to a Refund, must also complete the Refund Application Form.

From Date:

Request to transfer to another RTO

Note: Changes to your enrolment may affect your visa; Student **MUST** report to DIBP to confirm their visa status

RTO Name:

(Please attach Letter of Offer from NEW RTO)

Other (please specify):

Detailed Reason (must be completed)



Conditions

- I agree that all terms and conditions are as per my Student Agreement, contained within my Letter of Offer
- I agree that International Institute of Education Cancellation and Refund Policy will apply to all cancellations and variations
- I understand that changing my original enrolment will mean that my original enrolment is cancelled and the Refund and Cancellation policy will apply. It will be at the discretion of International Institute of Education, as to value of fees transferred to the NEW enrolment, but will be NOT LESS THAN what I would be entitled to under the Refund Policy.
- I understand that should I want to cancel this course variation at any time or request any additional alternations to the information supplied above, an administration fee of \$100 MAY apply.
- I understand that Course Variations may take up to 10 working days to complete.
- I understand that International Institute of Education will send me an email confirming the details of my variation, to the address provided herein.
- By signing this form, I agree that I have read and understood the Note applicable to my Course Variation, and the conditions outlined herein.

Student Signature:	
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Signed (Parent/Guardian's signature required if under 18)	Date
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Office Use Only

Actioned By

Approved Not Approved

Please attach Course Variation Application – Task Checklist to this variation form, to ensure all tasks are completed.